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*Home of the  
Pirates*

Jason C. Gribble  
Director of Innovation, Curriculum & Grants  
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March 18, 2019

Dear Former Riverview Latchkey Parents,

I want to thank you for your patience and understanding while we have made the necessary transition from our previous latchkey program to Champions. I know this is a difficult transition to make midyear and thank you for your support in these difficult times.

For those of you who have made the transition into Champions, I hope you find it a rewardable educational service. For those who have chosen other alternatives, I thank you for choosing the Riverview Latchkey program and wish you all the best with your new childcare options.

In regard to refunds, credits and outstanding balances, district personnel have spent considerable time looking through client information regarding finances. We have also reviewed the latchkey handbook and consulted with our attorney to establish the best way to reconcile family balances in a fair and consistent manner. The following are the procedures that will be used to reconcile family accounts:

- If you had a credit with Riverview Latchkey at the time of transition, you have been sent a check from the district refunding those fees.
- If you had an outstanding balance with Riverview Latchkey at the time of transition, you will be sent an invoice from the district regarding those unpaid fees.
- If you had a zero balance with Riverview Latchkey and made the transition to Champions, the district has paid your registration fee to Champions.
- Regarding the registration fee, anyone who was enrolled in Riverview Latchkey, and chose not to enroll with Champions is eligible to receive a \$15.00 refund for the half of the year in which services were not provided. To be issued a refund simply send a copy of the canceled check provided for the registration to Lonnie Draper in the Business office or email it to [ldraper@riverviewschools.com](mailto:ldraper@riverviewschools.com). Once this is done, you will be issued a check. Please note that you will not be issued a check if you have an outstanding balance.

Once again, thank you for your patience and understanding while we have made the necessary transition from our previous latchkey program to Champions.

Dr. Russell E. Pickell  
Superintendent  
Riverview Community School District

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**Academics, Responsibility, Respect, Growth, Honor.**